

St. Paul Parks and Recreation Community Garden Application Guidelines

The following guidelines are for filling out the St. Paul Parks and Recreation Community Garden Application Form. Before filling out the form, please read these guidelines and the accompanying cover letter. If you have questions about your proposal, the form or the guidelines, please contact Gardens Program Coordinator Mark Granlund (651)632-2454 or mark.granlund@ci.stpaul.mn.us

Group Submitting Community Garden Proposal

Please give us a brief background about yourself or your group, and any partners you may have. Attach letters of support from any groups, individuals, institutions or businesses that have committed to help create and maintain this community garden. Provide information about funding or fund raising efforts you or your group have in place for the creation and maintenance of the proposed garden.

Reason for Proposing Garden

Please provide a short 2 or 3 sentence description of purpose or need for creating this community garden.

Garden Contact Person

Provide information about the main contact person for the community garden. This person will be the main conduit through which all communication happens between Parks and the Gardening Group. This person should be organized and have a good understanding of the entire garden development process.

District Council

Provide the district number and contact information of the district council for your garden location. Participants may be from other districts but you will need to work with the district council where your garden is located.

Proposed Location

Name of park and bordering streets:

Provide name of the park and its bordering streets. If it is on a corner please indicate which corner (i.e. northwest, southeast, etc.) If the garden is to be located on a property that is not an official park but is park property, please provide a very detailed description of streets and or bordering landmarks.

Location within the park - list landmarks:

Provide a written description of where in the park or property the garden will be located. Many parks or properties are much larger than the garden area. Please be specific and provide helpful landmarks in describing the location (i.e. the garden is located along north side the retaining wall running from the intersection of Avenues B & C to the fire

hydrant 150' to the west.)

Attach a map with photo of site.

The map should be to scale and should include measurements of beds and distances to landmarks, i.e. curbs, sidewalks, trees, manholes, etc. Also included should be a list of plants and location of plants within the garden beds. Each map should be titled with the name of the garden and the park in which it is located. The map can be hand-drawn or call [651]632-2454 for a copy of a city map for your park.

Site Qualifications

Is there water access for a hose within the park? This may be a fire hydrant, a water fountain with a spigot, or a water spigot from a building. Check the appropriate box.

If no water access is available, what measures will be taken to assure proper watering of the garden?

Parking: Check the appropriate box.

Special Features: Please indicate features that make this site unique or difficult for a garden. These may include an existing garden nearby, tool box, meeting areas, across the street from support organizations, etc.

Nature of Garden

Type or Theme: Please provide information about the nature of the garden. Is the garden for growing perennials, annuals, vegetables, herbs, cultural plants, education, etc. Are there any themes such as heirloom or native plants?

Plot Size/Garden Size: Please provide information about the overall size (square foot) of the garden as well as individual plots within the garden, if applicable.

Programming Focus

If there are any programs that will be held in the garden (e.g. arts, inter-generational, gardening classes, wildlife, etc.) Please list.

Technical Support

What kind of materials, technical advise, supplies do you anticipate needing from Parks and Recreation in order for the garden to be a success?

Community Support and Information Gathering

This is a *community* garden program. The establishment of new gardens within the St. Paul park system will require broad community support and a number of individuals committing to maintain the garden. It is Park and Recreation's hope that by going through the community process necessary to fill out this form you will be able to determine a real interest and support within your community for a garden. If you are an individual interested in gardening in an existing public garden call the Garden Program Coordinator to find the community garden nearest you in which you could participate.

STEP 1: District Council Meeting

Meet with the district council to begin discussing the location of your garden. If you are not sure about which district the garden is located in, consult the city pages of your local phone directory. It is important to meet with your district council representative in order to have them help advertise meetings to all the residents in the gardening area through their neighborhood newsletter. District councils might also be of some assistance if neighbors are divided on a gardening issue, or might help in maintaining a gardener database if needed. Again, meeting with the district council is one step in ascertaining and obtaining community support. In this section you should list the date you met with your district council representative and what comments or concerns were brought forth from this meeting. Please list how you addressed these concerns.

STEP 2: Community Meetings

This may take more than one meeting. The general public should be invited to these meeting to determine amount of support and any concerns. Concerns from individuals should be dealt with in a positive manner (i.e. concerns about aesthetics, concerns about location and traffic patterns, security, maintenance, etc.) and ideas for community support should be solidified (i.e. schools may want to help with the planting as part of their curriculum, gardening groups may want to help, donations might be solicited from local greenhouses or residents, etc.) Please provide the dates of these meetings and all of the community concerns and how they were addressed.

*Invite the whole community near the park to attend these meetings. Be sure to go door-to-door for people who live on the park or whose homes are within view of the garden and invite them to the meeting. Other ways to advertise your meeting includes through your local district council newsletter, district council meetings and through a local newspaper.

STEP 3: Final Meeting

Meet with all the people who will be working in/with the garden and determine final garden design, maintenance schedules, calendar for beginning garden, and completing the Community Garden Application. Participants should include interested gardeners, district council representative, Parks and Recreation representative and other interested or partnering organizations. List the date of this meeting and any concerns brought forward and how they were dealt with.

Attachments

Please provide the following attachments with your proposal.

- T Letters of support from partnering organizations: district council, schools, businesses, organized housing communities, etc.)
- T List of local organizations who have committed to help create and maintain this community garden, and how are they going to help (be specific, please). Include name, address and phone if possible.
- T List of individuals committed to maintain a garden with specific information on how they're willing to help. Include name, address and phone if possible.

Application Checklist

Please use this checklist to help you gather together your proposal information. Please check these items off as you gather them.

- 9 Read Cover Letter
- 9 Read Application Guidelines
- 9 Fill out complete application form
- 9 Attach a scale map of garden with photo of site
- 9 Meet with district council
- 9 Meet with the larger community to determine support
- 9 Meet with people involved in the garden to finalize proposal, design and plant lists
- 9 Attach letters of support from district council, schools, partnering businesses
- 9 Attach list of local organizations involved and relevant information
- 9 Attach list of individuals involved and relevant information

Thank you for taking the time to submit a proposal. Please call if you have any questions regarding this process. Mark Granlund, Gardens Program Coordinator (651)632-2454.